



THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

**AR 25-400-2
15 NOVEMBER 2004**

EFFECTIVE: 15 DECEMBER 2004



ARIMS

AR 25-400-2

WHAT IS ARIMS?

ARIMS provides the Army with the ability to manage hard copy and electronic records more efficiently and effectively. Using web-based tools and technology, ARIMS provides enhanced capabilities for the identification of records, the indexing and storage of long-term and permanent records, and the tracking and retrieval of those records stored in the Army's Records Holding Area(s).



ARIMS AR 25-400-2

How do I access ARIMS?

To use functions of ARIMS, you must first have a valid AKO account to register as a user. The information you provide during registration is used to create a unique profile for you that defines which features you will have access to use.

WEB SITE: <https://www.arims.army.mil/>



PURPOSE

- **Establishes the Army Records Information**
- **Management System (ARIMS)**
- **Furnishes the only legal authority for destroying nonpermanent Army information.**
- **Provides life-cycle management instructions for the systematic identification, maintenance, storage, retrieval, retirement, and destruction of Army information recorded on any medium.**



PURPOSE **(continued)**

- **Ensures that mission-oriented records are available when needed, that they are in usable format, and are created, maintained, used, and disposed of at the least possible cost.**
- **Preserves those records needed to protect the right and interests of the Army and its members and former members, and those that are of permanent value.**
- **Ensure records related to matters involved in administrative or legal proceedings will be retained until the staff judge advocate or legal advisor authorizes resumption of normal disposition.**



ARIMS

AR 25-400-2

How do I access AR25-400-2?

AR 25-400-2 may be accessed from the Army Publishing Directorate website at:

<http://www.apd.army.mil>



HISTORY

- **AR 340-2, Maintenance and Disposition of Records for TOE & Certain Other Units of the Army (7 Dec 84)**
- **AR 340-18, The Army Functional Files System (TAFFS): General provisions (UKN)**
- **AR 25-400-2, The Modern Army Record Keeping System (MARKS) (15 Oct 86, 24 Feb 93, 1 Oct 01)**
 - **AR 30-1, The Army Food Service Program (1 Jan 85)**
 - **AR 30-21, The Army Field Feeding System (24 Sep 90)**
(AR 30-1 and AR 30-21 are MARKS files from FY-87 to FY-02)
 - **AR 30-22, The Army Food Program (30 Aug 02) Updated: (10 May 05)**
 - **DA PAM 30-22, Operating Procedures For The Army Food Program (30 Aug 02) (MARKS Files for FY-03)**



History

(continued)

- **AR 25-400-2, The Army Records Information System (ARIMS) (18 Mar 03)**
 - **ARIMS Files for FY-04**
- **AR 25-400-2, The Army Records Information System (ARIMS) (15 Nov 04)**
 - **ARIMS Files for FY-05 & 06**



ACRONYMS & ABBREVIATIONS

- **AEA - Army Electronic Archives to which records are transferred.**
- **ARIMS - The Army Records Information Management System**
- **CFA - Current Files Area**
- **DISPOSITION INSTRUCTION CODES**
 - K - Keep (Record).**
 - K6 - A record is kept until no longer needed for business, but no longer than 6 years.**
 - E - Event when Applicable KE6 - A record is kept until no longer needed for business but no longer than 6 years after a specific event occurs.**
 - KEN - Keep Event No (longer needed).**
 - KN - Keep No (longer needed).**
 - KU - Keep Until (disposition instructions are published).**
 - P - Permanent Retention.**
 - R - Rescinded (record).**
 - S - Superseded (record).**



ACRONYMS & ABBREVIATIONS

(continued)

T - Transfer (record).

TP - Transfer Permanent.

TEP - A permanent record is transferred until no longer needed for conducting business, then retire to the RHA/AEA.

TU - Permanent unscheduled record. Keep in CFA until disposition instructions are published; then apply approved disposition.

U - Unscheduled Records.

ORL - Office Records List

RHA - Records Holding Area

RM Assist - Records Manager Assist

**RMDA - U.S. Army Records Management and
Declassification (RMDA) Agency Home Page**

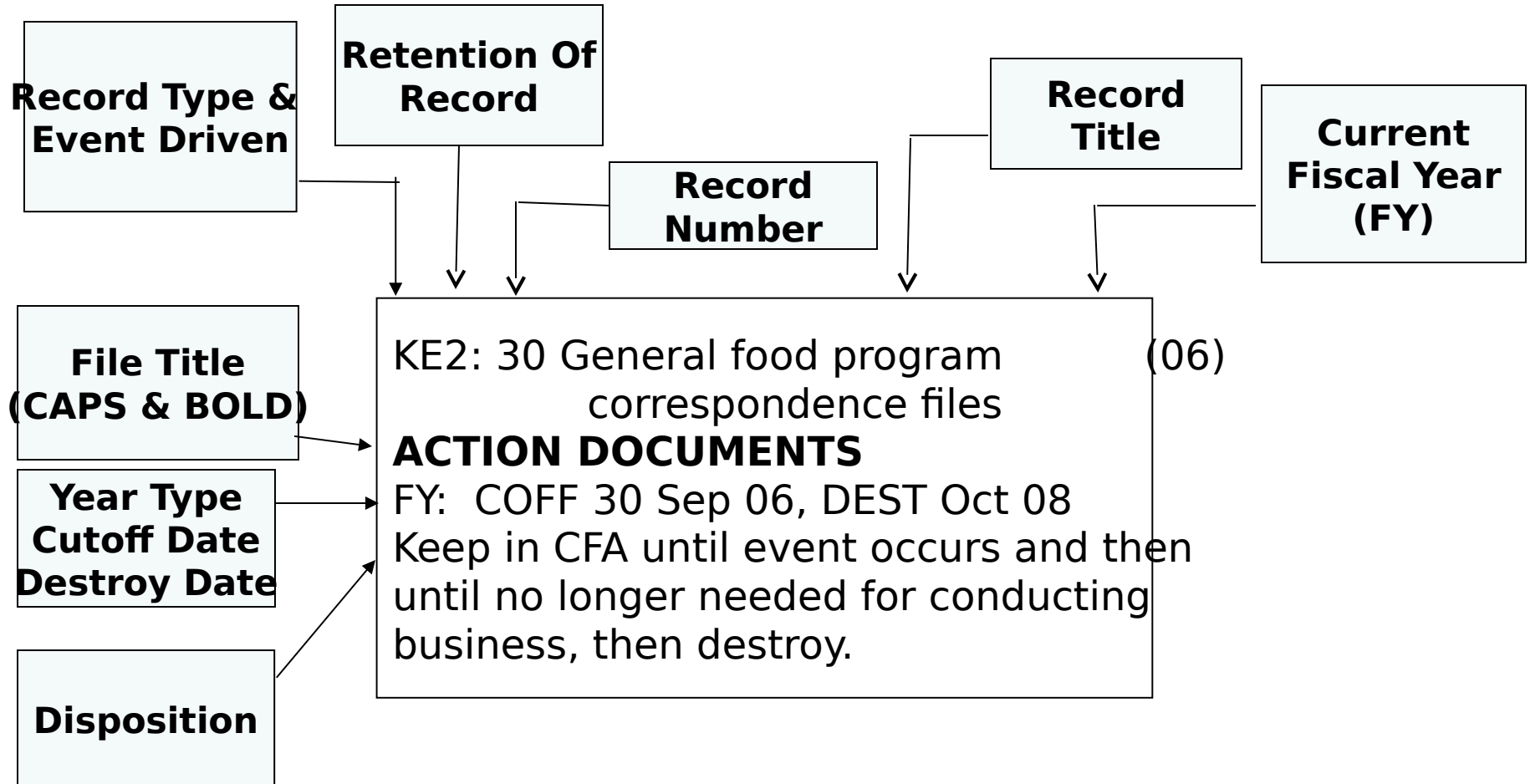
RN - Records Number

RRS-A - Records Retention Schedule - Army

USAPD - U.S. Army Publishing Directorate



FILE LABELING





BINDER LABEL

**Ijj
Ref Pubs
ARs
15-6
thru
AR 30-22
&
DA PAM 30-
22**

**Dest when
supsd, obs,
no longer
needed for
reference.**



CONTAINER (FILE CABINET)
LABEL

30 Food Program Files

(06)

(30, 30-22a - 30-5a2 & 30-22aa - 30-22ff)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business
but no longer than 2 years, except records TRF to RHA/AEA,
then destroy.



LABELING

K2: 30 Food Program

OFFICE RECORDS LIST (ORL) & RECORDS RETENTION SCHEDULE-ARMY

(RRS-A)DEST when superseded or obsolete.

(06)

- **Master List of CFA 30 Files.**
- **Report of All RRS-A Updates Within Last 6 Months.**
- **Record Retention Schedule - Army (RRS-A) Food Category - 30.**
- **RRS-A Category Descriptions.**



KE2: 30 General food program
correspondence files

(06)

ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer
needed for conducting business, then destroy.

**Suspense's, Requests &
Replies**

- **Approving Meals**
- **Procuring/Reporting
Procedures for Subsistence**
- **Philip A. Connelly Awards**
- **Garrison Dining Facility Awards**
- **Holiday Meals**
- **Cash Meal Payment
Requirements**
- **E-Mails**
- **Fax's**
- **Annual Reviews**
- **Request for Support**



KE2: 30 General food program
correspondence files

(06)

NON-ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer
needed for conducting business, then destroy.

- **General, Routine, Administrative Correspondence**
- **Organization Charts**
- **BA Schedule(s)**
- **AT Schedule(s)**
- **Memorandums**
- **Additional Duty Orders**
- **E-mails**
- **Fax's**
- **Recommendations**



T2: 30-22a Cash receipts (06)

CONTROL RECORDS FOR DD FORM 1544

FY: COFF 30 Sept 06, TRF Oct 08

**Keep in CFA until no longer needed for
conducting business, then retire to RHA/AEA.**

- **Additional Duty Orders**
- **Copies of DA Form 3161**
- **Copies of DA Form 410**
- **DA Form 3546**
- **Invoices**
- **IMPAC Card Receipts**
- **Report of Surveys**
- **AR 15-6**
- **Unannounced Cash Counts**
- **Billing Actions**



KN6: 25-30n Accountable form receipts
and issues

(06)

CASH MEAL PAYMENT BOOK REGISTER
DA Form 410, DA Form 3161, & Mail Forms

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until no longer needed for conducting
business, but not longer than 6 years, then destroy.

- **Must be Filed in Safe (secured).**



KEN6: 25-30p Accountable form authorizations

DA Form 1687 & DD Form 577

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until event occurs and then until no longer needed for conducting business, but no longer than 6 years after the event, then destroy.

(06)

- **Must be Filed in safe (secured).**



KN6: 25-30pp Status of publication files

(06)

Cash Meal Payment Book #

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

- **Must be Filed in safe (secured).**



KEN6: 25-30qq Publication history and
stock usage files

(06)

**USE RECORD/REGISTER OF CASH MEAL
PAYMENT BOOKS**

FY: COFF 30 Sept 06, DEST Oct 12

Keep in CFA until event occurs and then until no
longer needed for conducting business, but not
longer than 6 years after the event, then destroy.



KE2: 30-22b Menus files

(06)

**RRC FSMS MENUS, ALTERNATIVE MEALS, &
OPERATIONAL RATIONS**

FY: COFF 30 Sept 06, DEST Oct 08

DEST when superseded or obsolete.

- **Approved Catered Menu.**
- **Any Cyclical Menus - FSMS Menus.**
- **DSCP Menus (MREs, TOTEMs, UGR-As, UGR H-3S).**
- **Alternative Meals.**
- **Heater Meals Menu.**
- **Holiday Menu.**
- **Picnic Menu.**



KE2: 30-22b Menu files

(06)

FOOD SERVICE MANAGEMENT BOARD MINUTES

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs, then
until no longer needed for conducting
business, then destroy.

- **Copy of Announcement.**
- **Recorders Notes.**
- **Cover Letter.**
- **FSMB Minutes.**



K2: 30-22c Dining facility reviews (06)
FY05 FOOD SERVICE RECORDS REVIEW
SCHEDULE AND STATUS REPORT
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, then destroy.

- **Annual Reviews (IDT & AT) Schedule of Units.**



K2: 30-22c Dining facility reviews

(06)

**ANNUAL REVIEW OF FOOD SERVICE RECORDS
(FY05) - 460th CM BDE**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, then destroy.

- **IDT & AT Annual Reviews.**
- **All In One File Or Separate By Unit.**



K2: 30-22c Dining facility reviews (06)
**DA FORM 3988-R (EQUIPMENT REPLACEMENT
RECORD)**

FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, then destroy.

- **By Unit.**
- **Roll-Up Matrix.**



K2: 30-22c Dining facility reviews (06)
**FOOD SAFETY & PROTECTION CERTIFICATES
& COURSE ATTENDANCE SHEETS**
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, then destroy.

- **Memorandum Announcement.**
- **Attendance Sheets.**
- **Certificates.**
- **AT Attendance Sheets.**



KE2: 30-22d Dining facility operations (06)
DA FORM 2970 (HEADCOUNT REPORT)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up Of All Forms In 1 File separated by Unit.**



KE2: 30-22d Dining facility operations (06)
DA FORM 3032 (SIGNATURE HEADCOUNT SHEET)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



K2: 30-22d Dining facility operations
DA FORM 3034 (PRODUCTION SCHEDULE)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

(06)

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



K2: 30-22d Dining facility operations
DA FORM 3234 (INVENTORY RECORD)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

(06)

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**



KE2: 30-22d Dining facility operations (06)
DA FROM 5913 (STRENGTH & FEEDER REPORT)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed
for conducting business, but no
longer than 2 years, then destroy.

- **Separate Strength From Feeder.**
- **By Unit or Roll-up of All Forms in 1 File separated by Unit.**



KEN: 30-22e Food program projects

(06)

DINING FACILITY PROJECT

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until no longer needed for conducting business but no longer than 2 years after the event, then destroy.

- **Staff Study.**
- **Survey and Test Results.**



TP6: 30-22f1 Menus development

(06)

Copies of Menu Board Minutes

Keep in CFA until no longer needed for conducting business then retire to RHA/AEA.

- **Keep 6 Years of Minutes in CFA. Each FY Transfer earliest minutes to RHA/AEA.**
- **FY06 File - FY06, FY05, FY04, FY03, FY02, FY01.**
- **FY07 File - Transfer FY01.**



K2: 30-22f2 Menus development

INGREDIENT PRICE LISTS, RATION FACTOR LISTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting Business, but no longer for 2 years, then destroy.

(06)

- **TISA Price Lists**
- **Grocery Store Price Lists**
- **Ration Factor Lists.**



K2: 30-22g Ration requests – Brigade
or higher

(06)

CONSOLIDATED RATION REQUESTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.

- **Only Brigades or Higher.**
- **Convoy Rations Requests.**
- **Consolidated Ration Requests.**
- **Requests for Issues of Subsistence.**



K2: 30-22h Ration request, issue, (06)
delivery, and account status files

DA FORM 3953 (PURCHASE REQUEST AND COMMITMENT)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but no longer than 2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**
- **DA Form 3294 (Ration Requests/Issue/Turn-in Slip).**
- **DA Form 3161 (Request for Issue or Turn-in).**
- **Certificates of Donation.**
- **USARC Form 36-R (USAR Subsistence Account Report).**



K2: 30-22h Ration request, issue, (06)
delivery, and account status files
DA FORM 5914 (RATION CONTROL SHEET)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.

- **By Unit or Roll-Up of All Forms in 1 File separated by Unit.**
- **DA Form 3161 (Request for Issue or Turn-in).**



T2: 30-22i2 Food program reports – other offices,
brigade, division, installation, & MACOM
food advisor

(06)

ASSIST VISITS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA.

- **Food Program Accomplishments.**
- **Command Logistics Review Program (CLRP).**
- **Cook of the Quarter.**



T2: 30-22i2 Food program reports – other offices,
brigade, division, installation, & MACOM
food advisor

(06)

ACTION PLANS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA.

- **By Unit or Roll-Up of All Action Plans in 1 File separated by Unit.**



T2: 30-22i2 Food program reports – Other offices,
brigade, division, installation, & MACOM
food advisor

**CONNELLY AWARDS PROGRAM RESERVE
COMPONENT FIELD KITCHEN CATEGORY**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, then retire to RHA/AEA

(06)

- **All Memorandums.**
- **All Nominations to Include Negative Reply with Justification.**



T2: 30-22i2 Food program reports – Other Offices,
brigade, division, installation, and MSCOM
food advisor

BEST DINING FACILITY AWARDS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, then retire to RHA/AEA

(06)



K2: 30-22k Facility and equipment layout reviews (06)

PLANS & EQUIPMENT LAYOUT DRAWINGS & SPECIFICATION SHEETS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy.



K2: 30-22m Unsatisfactory subsistence files
DA FORM 1608 (UNSATISFACTORY MATERIAL REPORT)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy.

(06)

- **SF 364 (Report of Discrepancy).**



K2: 30-22p TISA BDFA, price list, (06)
and adjustment files

BDFA, MEAL RATES, & PRICE LISTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but no longer than 2 years, then
destroy.



KE2: 30-5a2 Food cost and feeding (06)
strength reports – Feeder reports

**DA FORM 2969-2-R (FOOD COST & FEEDING
STRENGTH SUMMARY US ARMY RESERVES)**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then until
no longer needed for conducting business, but
no longer than 2 years, then destroy.



LABELING

ARMY FIELD FEEDING SYSTEM (AFFS)

K2: 30-22aa Field ration accounts

(06)

CORRESPONDENCE - ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but not longer than
2 years, then destroy.

- **Suspense's.**
- **Host Installation Requirements.**
- **AT Requirements.**
- **OPORD/OPLAN/FRAGO Requirements.**



LABELING

ARMY FIELD FEEDING SYSTEM (AFFS) (continued)

K2: 30-22aa Field ration accounts (06)

CORRESPONDENCE - NON-ACTION DOCUMENTS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy.

- **Pre-Camp Handouts**
- **SOPs**
- **LOI's**
- **Organization Charts**
- **Memorandums**
- **Additional Duty Orders**
- **E-Mails**
- **Fax's**
- **Recommendations**



KE2: 30-22dd Field menu files (06)

OPERATIONAL MENUS & TRAINING MENUS

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until event occurs and then
no longer needed for conducting business,
but no longer than 2 years, then destroy.

- **TISA Menus.**
- **DSCP Menus (MRE, TOTEM, UGR-A, UGR-H&S).**
- **Alternative Meals (Heater Meals).**



K2: 30-22ee Field kitchen review files (06)
DA FORM 5161-R (COMPREHENSIVE FOOD ESTABLISHMENT INSPECTION)
FY: COFF 30 Sep 06, DEST Oct 08
Keep in CFA until no longer needed for
Conducting business, but no longer than
2 years, then destroy.

- **Field Sanitation Inspections.**
- **AT Field Kitchen Equipment Lists.**
- **Disposable-ware List.**
- **Chemical List.**



KE2: 30-22ee Field kitchen review files (06)

**ANNUAL TRAINING (AT) REVIEW OF FOOD
SERVICE RECORDS**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but no longer than
2 years, then destroy.



K2: 30-22ff Field ration request, production,
control sheet and feeder report files

**DA FORM 3294 (RATION REQUEST/ISSUE/
TURN-IN SLIP)**

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but not longer than 2 years, then destroy.

(06)



K2: 30-22ff Field ration request, production, (06)
control sheet and feeder report files

DA FORM 5913 (STRENGTH & FEEDER REPORT)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for conducting
business, but not longer than 2 years, then destroy.



KE2: 30-22ff Field ration request, production, (06)
control sheet and feeder report files

DA FORM 5914(Ration Control Sheet)

FY: COFF 30 Sep 06, DEST Oct 08

Keep in CFA until no longer needed for
conducting business, but not longer than 2 years,
then destroy.

OTHER FORMS

- **DA Form 3032 (Signature Headcount Sheet).**
- **DA Form 3034 (Production Schedule).**
- **DA Form 3161 (Request for Issue or Turn-In).**
- **DA Form 3234 (Inventory Record).**